



Delegating Work (HBR 20-Minute Manager Series)

By Harvard Business Review



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You know you need to delegate some of your work so that you have time to focus on the things that require your expertise. But it's not easy to do. *Delegating Work* quickly walks you through the fundamentals of:

- Establishing a productive environment
- Assigning the right work to the right people
- Conducting an effective hand-off meeting
- Monitoring without micromanaging

Don't have much time? Get up to speed fast on the most essential business skills with **HBR's 20-Minute Manager** series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives—from the most trusted source in business. Also available as an ebook.



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Editorial Review

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